

Northern Kentucky Urban and Community Forestry Council

January 19, 2005 Meeting Minutes

Call to Order:

Chairman Kris Stone called the meeting to order.

Those present were: Mike Klahr, Don Smyers, John Volz, Mark Leopold, Kris Stone, Sherry Carran, DJ Scully, Jenny Gulick, Steve Myers, Tom Davis, Don Girton, Geoff Egbers.

Minutes of the previous meeting:

Kris Stone requested corrections or additions to the minutes. Steve Myers requested a change in the text regarding clarification of the Certified Arborists scholarship recipients' volunteer time commitment to the Council. The December 15, 2004 minutes were approved with that clarification made by DJ Scully making the motion for approval being seconded by John Volz.

Treasurer's Report:

Copies of the end-of-year financial statement were distributed. DJ Scully commended Mark Leopold for the continued good quality work that he performed tracking Council financial activities. The report was approved after a motion by Sherry Carran and a second by John Volz.

Old Business:

1. 2004 KDF Grant – Final Report

- Copies of final invoice and a summary sheet were distributed. Mark Leopold suggested improving financial reporting and invoicing by the pass-through grantees, vendors, and other Council activities to better meet state deadlines.
- Additionally, discussion was held regarding in-kind issues. It was stressed that Council members improve the timeliness of their submissions, and that they also summarize their in-kind hours and monetary value to help accounting efforts. Council members should submit their in-kind reports either on a regular basis (monthly, quarterly, etc.) or when sufficient hours have been accumulated. Any unreported in-kind hours from July, 2004 through December, 2004 can be reported for use in 2005. Outside funding sources also contribute significantly to fulfilling the required match for the KDF grant.

2. ISA Literature Order

- Reference books, public education literature, and Certified Arborist Study Guides have been ordered from ISA and NADF.
- It is the plan to donate a copy of several of the reference books to one library in each county. As a condition of the donation, the Council will request that the libraries allow the Council to hold a public education program at the branch receiving the books. The county extension agents were named as the best points-of-contact with the libraries to inform them of the donation, make delivery arrangements, and set up the public outreach programs.

3. Arborist Training Scholarship Program Update

- Two scholarship recipients did not pass (one because of illness). Retesting has occurred in Louisville in January and will occur in February in Columbus, Ohio.
- The Council wishes to continue this program in 2005. There is a need to brainstorm on the program's structure and notification/advertising. DJ Scully will place a notice in the Council's next newsletter.
- A subcommittee was formed including John Volz as Chair, and Kris Stone, Tom Davis, Mike Klahr, and Steve Myers as members.

4. Kenton County Forest Assessment Phase II

The subcommittee met in January to further discuss this project. A roundtable lunch meeting will be held in March with representatives of many key stakeholder groups invited. Jenny Gulick is coordinating the meeting logistics and mailing.

5. Boone County Forest Assessment Phase III

The subcommittee met in January to discuss this project. An expanded subcommittee to include Don Girton, Jenny Gulick, Mark Leopold, Kris Stone, Mike Klahr, and a representative of Boone County Planning was suggested to review and finalize the technical substance of the public outreach product and delivery/liaison duties with local newspapers and other publications.

6. NKY Public Workers Program

The seminar agenda and speakers are confirmed, and the annual program will be held at NKU's Covington campus.

7. Mailing Lists Update

Regular mailings of Council meeting agendas and minutes will be sent only electronically in 2005. Current mailing list members have been notified of this and responses are being received by the secretary. An additional announcement will be in the next newsletter.

New Business:

1. Itemized Report for 2005 Budget

The full application to KDF and a summarized report was distributed for information purposes.

2. Executive Director Discussion

- The proposal submitted by Mr. Schwartz for 2005 Executive Director's duties and salary was found unacceptable by the Executive Committee. The decision was made by the Council to discontinue the professional relationship with Mr. Schwartz. He will be notified of this decision by telephone by Sherry Carran and by letter by Don Smyers.
- Discussion was held regarding an option of using a contractual grant writer in the future with compensation linked to performance.
- It was recommended that the Executive Committee develop near-term and long-term future plan for this position.

3. Administrative Contract Update

\$8,000 has been allocated in the 2005 budget for administrative support. NKU can no longer provide it at a discounted rate. Don Girton suggested contracting with NKU at a regular rate for continuity benefits. DJ Scully motioned for the Executive Committee to consider this plan of action as well as other options; Don Smyers seconded; motion approved.

4. 2005 TIOC Grants Update

To date, one application has been received, but Council members knew of others still preparing their applications. The review subcommittee has been set, and will notify grant recipients by the end of February. A meeting was set for 2/11/05 at 10:00 a.m. to review the applications.

5. 2005 Committee Selection Review

The following committees and their Chair have been set related to the 2005 KDF grant and other activities of the Council:

- TIOC – DJ Scully
- Newsletter – DJ Scully
- Public Workers Seminar – Mark Leopold
- Certified Arborists Training – John Volz
- Building with Trees – Sherry Carran
- Kenton County Forest Assessment Phase II – Don Girton
- Boone County Forestry Assessment Phase III – Don Girton
- City Green – (no member appointed)
- Executive Director and Administrative Support – Executive committee
- Education Programs & Management Plans – County extension agents

6. Other New Business

- Don Girton updated the Council on a recent inter-agency Forest Health Task Force and its efforts.
- Don Girton reminded the Council of the interest of Susan Bush, Commissioner of the Natural Resource Cabinet, in the activities of the Council. He suggested that we formally arrange some time with her to discuss mutual interests.
- Don Girton, on behalf of the Council, presented John Volz with a hard cover book on the history of the veneer industry in the United States. This gift was a token of appreciation given to John for his service to the Council as chairman and for his other contributions.
- Council was made aware that the Council was named as a partner with a Kenton County Buffer Project.
- All members were reminded to submit newsletter items and articles.

Meeting was adjourned. Executive Session followed immediately.

Next meeting will be held February 16th at the Campbell County Extension office, 11:30 a.m.

Respectfully submitted,

Jenny Gulick